

UCLH Cancer Academy Cancellation Policy

Thank you for your interest in attending a one of our courses. Our cancellation policy is as follows:

Cancelling your place

If you are need to cancel your place, please contact us as soon as possible by emailing uclh.cancer.academy@nhs.net.

For courses where the lowest priced places are under £100.00 per head:

Notice	Refund amount
More than one month before the course	Full refund
2-4 weeks before the course	50% refund
Less than 2 weeks notice	No refund.

For courses where the lowest priced places are over £100.00 per head:

Notice	Refund amount
More than one month before the course	50% refund
Less than one month before the course	No refund

If you are unable to attend a course you are booked on, you may be able to send a substitute to attend in your place. If you would like to do this, you must inform us of the name of the delegate who will replace you by emailing uclh.cancer.academy@nhs.net as soon as possible. If there are requirements (e.g. band/experience) for attending, your substitute must meet these.

Deferring your place

If you wish to defer a booking to a later iteration of the same course please let us know. There will be no charge for this if your place on the original date can be filled. If your place cannot be filled an administration fee of £100.00 may be charged.

Further information

If you would like any further information please contact uclh.cancer.academy@nhs.net.